



**Job Title:** Donor Relations Coordinator

**Position Status:** Permanent, Full-Time

**Employee Classification:** Exempt

**Staff Supervisor:** Director of Development

**Job Overview:** Working with the Executive Director and the Development Team, the Donor Relations Coordinator cultivates and stewards Shelter KC's mid-tier and major gifts donors. The Donor Relations Coordinator identifies donors who want a deeper, more informed relationship with Shelter KC; discovers each donor's passions and interests; determines donor-preferred communication channels; and creates timely proposals and "asks." A key to success will be a proven ability to retain current donors and know how and when to promote increased giving to the organization.

### **Overview of Responsibilities**

1. Will carry a portfolio of donors and prospects with annual metrics of face-to-face visits, personal solicitations and dollars raised.
2. Will develop and maintain relationships with key donors and create individual communication and marketing plans, so that donors are retained and upgraded.
3. Will secure appropriate project and program information and create offers, proposals and "asks" for specific donors.
1. Will create monthly reports as required by management that accurately reflect portfolio activity and performance.
2. Will perform other major donor activities as required.

### **Accountability**

This position's performance will be measured by:

1. Ability to engage major donors in a deeper relationship to Shelter KC.
2. Ability to create reasonable financial goals and plans that consider the individual donor's interests, motivations, giving patterns, and ask preferences.
3. Ability to retain and upgrade donors.
4. Ability to create timely reports that reflect portfolio performance.
5. Ability to get along with peers, subordinates, and management, and maintain a positive and constructive attitude while solving problems.
6. Ability to be a team player and protect the mission, goals, and values of Shelter KC.

### **Qualifications for Employment:**

- Must be a born-again Christian, possess a strong Christian character and be loyal, patient, tactful, pliable, and teachable.
- Interest in all aspects of rescue mission work and a dedication to promoting Shelter KC
- Adaptable team player comfortable working in a diverse, creative and fast-paced environment

- Experience with Microsoft Office products; comfortable with learning new computer applications

**Travel Requirements:** 20-25% traveling to face-to-face encounters with donors across the greater Kansas City metropolitan area.

**Conduct:** All employees must conform to Shelter KC's "Qualifications for Employment" and support the Shelter KC "Statement of Belief" as outlined in the Employee Handbook.

**Salary & Benefits:** This is a full-time, exempt position. Salary will be based upon experience. Benefits include Life/AD&D/LTD insurance, health insurance with HRA, dental insurance, 9 paid holidays, a generous PTO policy, and a 403(b) retirement plan.